

Work scope, handoff and allowance

This is a hypothetical allocation and blank planning workpaper, not a construction specification, contract or payment instruction.

Follow the work into the next package

Work package	Who procures	Who ultimately pays	Finished handoff to next party	Exclusion needing an answer
Defined base-building work, \$25,000	Landlord	Landlord directly	As specified in agreed work letter	Does not include tenant work below
Defined eligible improvement work, \$70,000	Tenant	Tenant first; up to \$40,000 reimbursement assumed	As specified in tenant drawings and approvals	Contribution subject to stated conditions
Furniture / equipment, \$20,000	Tenant	Tenant	Delivered / installed as separately specified	Ineligible for this invented allowance
Omitted service connection	Unresolved	Unresolved	Not established	Price not established; total incomplete

Do not count the separate landlord work as both a tenant expense and an additional deduction. Who procures is not always who pays.

Defined-project cash sequence

Before tax, financing, rent, contingency, business receipts or operating cash. Payments assumed lawfully due; sequence does not determine statutory holdback handling.

1. First tenant outflow \$20,000: cumulative \$20,000.
2. Further tenant outflow \$35,000: cumulative \$55,000.
3. Further tenant outflow \$35,000: cumulative \$90,000.
4. After all invented allowance conditions are satisfied, receipt \$40,000: net funded \$50,000.

Expected allowance = lesser of eligible cost \$70,000 and cap \$40,000.

Peak defined-project funding before contribution = \$90,000, not \$50,000.

A rent credit instead of cash does not produce this reimbursement inflow.

If the omitted connection is later agreed at \$6,000, payable by the tenant before contribution, outflow/peak becomes \$96,000 and net \$56,000, assuming the same \$40,000 contribution. Until agreed, do not treat the unknown as zero or call the subtotal complete.

Your handoff record

Deliverable _____

Existing condition and supporting drawing/report _____

Party procuring _____ Party paying _____

Other package that depends on it _____

Completion standard and confirming person _____

Permit/inspection dependency _____

Inclusions and exclusions _____

Price status: estimated / quoted / agreed / invoiced / paid _____

Contribution status: maximum / requested / accepted / paid _____

Required documents and payment trigger _____

Delay notice and relevant contractual consequence _____

Record actual contract dates and approved changes. Neither a completed row nor an allowance receipt establishes permission to occupy.

Before booking the contractor: required approval, insurance/clearance evidence, any deposit, responsible submitter and earliest permitted start _____. Use your actual lease and project requirements, not the historical example's limits or deadlines.

For changed work: authorized decision-maker, revised scope/price/payer, handover-date effect and allowance treatment _____. Distinguish an access instruction from authorization to incur the extra cost.